



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 3300.1
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COMNAVCRUITCOM INSTRUCTION 3300.1

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING ANTI-TERRORISM/FORCE PROTECTION GUIDANCE

Ref: (a) OPNAV INSTRUCTION 3300.55
(b) ANTITERRORISM/FORCE PROTECTION For Naval Operations
Commander's Guide
(c) NAVOP 012/02

Encl: (1) AT/FP Contact Matrix
(2) Increased Force Protection Level: General Guidelines
for Navy Recruiting
(3) COMNAVCRUITCOM Headquarters Force Protection
Condition (FPCON) Procedures

1. Purpose. To implement references (a) and (b) and provide policy, procedures, and guidance for Navy Recruiting activities (NAVCRUITREGs, NAVRESCUITCOM, NAVCRUITDISTs, NAVRESCUITAREAs, NAVCRUITCOM ORIENT UNIT, and CARIT) to report personnel and facility status, mission capability, and force protection posture in the event of changes in Force Protection Condition (FPCON) levels, and as events warrant.

2. Cancellation. COMNAVCRUITCOMINST 5530.3.

3. Objectives

a. Ensure the safety and security of all Navy Recruiting personnel by:

(1) Establishing general policy guidance for all Navy Recruiting activity Commanding Officers in developing their Anti-Terrorism/Force Protection (AT/FP) Plan.

(2) Providing guidance and reporting procedures/instructions for FPCON Level changes for COMNAVCRUITCOM Headquarters and Navy Recruiting activities.

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b. Reduce the loss and damage to facilities, thereby ensuring the Navy Recruiting mission is maintained.

4. Policy

a. Navy Recruiting activity Commanding Officers shall follow the guidelines per references (a) and (b) to the maximum extent possible to ensure safety and security of personnel and assets in the development of the AT/FP Plan.

b. Enclosure (2) provides general guidelines unique to the recruiting mission in setting increased force protection levels in the field.

c. Every level of the chain of command is responsible for ensuring awareness is emphasized through notices, discussions and regularly conducted training including GMT.

d. Increased and sustained situational awareness are key elements to enhanced personnel and facility security, regardless of location.

e. Per reference (c), Navy Recruiting District Commanding Officers will report to the appropriate Navy Regional Command as listed in enclosure (1).

5. Action. Upon receipt of direction to change FPCON:

a. COMNAVCRUITCOM Headquarters CDO shall follow guidance and procedures as outlined in enclosures (1) through (3).

b. Navy Recruiting activities shall follow guidance and procedures as outlined in enclosures (1) and (2).

/s/

P. E. DONAHUE

Deputy

Distribution:

COMNAVCRUITCOMINST 5216.2U

I, IIA, III

AT/FP CONTACT MATRIX

RECRUIT REGION	REGIONAL COMMANDS								
	Northeast	Mid-Atlantic	Southeast	Pensacola	South Central	Southwest	Northwest	North Central	Mid-West
Region East	X	X	X	X					
Region West					X	X	X	X	X
NRD Atlanta			X						
NRD Chicago									X
NRD Dallas					X				
NRD Denver								X	
NRD Houston					X				
NRD Jacksonville			X						
NRD Los Angeles						X			
NRD Miami			X						
NRD Michigan	X								
NRD Minneapolis							X		
NRD Nashville		X							
NRD New England	X								
NRD New Orleans					X				
NRD New York	X								
NRD Ohio		X							
NRD Philadelphia	X								
NRD Phoenix						X			
NRD Pittsburgh	X								
NRD Portland							X		
NRD Raleigh		X							
NRD Richmond		X							
NRD San Antonio					X				
NRD San Diego						X			
NRD San Francisco						X			
NRD Seattle							X		
NRD St Louis								X	
CARIT LANT		X							
CARIT PAC						X			

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Increased Force Protection Level: General Guidelines for Navy Recruiting

1. General Guidance

a. Navy Recruiting activities will continue mission operations to the maximum extent possible considering localized threat.

b. Navy Recruiting facilities on Military Installations shall set FPCON as directed and advise Navy Regional Command and COMNAVCRUITCOM.

c. Navy Recruiting activities located in Federal Buildings shall set FPCON as directed by building management and advise as noted above.

d. Navy Recruiting activities located in commercial facilities shall set FPCON as directed to the maximum extent possible. Compliance with all FPCON level standards in commercial spaces is generally not possible; therefore, measures shall be taken to improve personnel and facility security.

e. Verify receipt of updated personnel recall rosters with mission essential personnel identified. Confirm who is retaining a copy of updated personnel recall rosters at home (e.g., NAVCRUITDIST CO, XO, CMC, CA, CDO).

f. Verify the bomb threat checklist, with local emergency numbers annotated (e.g., police, fire, medical, FBI, NCIS), is taped to desks next to each phone in recruiting facility spaces.

g. Be vigilant for unattended packages and briefcases, and/or suspicious behavior by people unknown to you.

h. If located within a commercial building, coordinate with the property manager via Corps of Engineers to park recruiter privately owned vehicles (POV) and government owned vehicles (GOV) in spaces closest to the recruiting facility, to preclude/reduce occupation by unknown vehicles. Obtain permission to move trashcans, dumpsters, boxes or other materials that could conceal an explosive device, at least 80 feet away from the facility (or as far away as practicable, if that distance is not possible).

i. Minimize the opportunity for unobserved tampering with government vehicles. Ensure they are parked in well-lighted

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areas at night. Lock GOVs and POVs when not in use and visually survey GOVs before unlocking and starting.

j. Use one entry to the recruiting facility and secure all others. Visually survey the facility before opening for business. Regularly inspect the facility with a walk-around, throughout the day. Request local police to support with increased patrols within the vicinity of the recruiting facility.

k. Advise personnel to vary their arrival times, and if possible, driving routes. Lock up valuables, files, nametags, and other items that offer identifying information of recruiting personnel. Take laptops home at night.

1. Contaminated Package Emergency Procedures. Personnel suspecting that a package may contain a biological or chemical agent and are unable to verify the contents with the addressee or sender, immediately take the following steps:

(1) Do not open or handle the suspect package.

(2) Isolate the package and evacuate the immediate vicinity while staying clear of the affected area. If you have already handled the package, isolate it by sealing it in a plastic bag. If the package has not been handled, simply evacuate the area immediately.

(3) Ensure all persons who have touched the package wash their hands thoroughly with soap and warm water.

(4) Contact Base Security or the local police and request assistance. Make sure to emphasize that you suspect a biological agent.

(5) Prepare a list of all persons who have touched the package, including contact information. Be prepared to provide this list to the authorities.

2. Reporting. Upon receipt of direction to change FPCON, the Navy Recruiting Region/District will:

a. Notify COMNAVCRUITCOM CDO and the required Recruiting Stations using the automated contact matrix list via the Recruiting Region District Status Report (RRDSR) or Integrated Communication Management (ICOMM) System. If access to either system is unavailable, use whatever means available.

b. Once FPCON is set, report via message or as directed to the required Navy Regional Command as listed in enclosure (1) with copy to COMNAVCRUITCOM.

c. All Navy Recruiting activities are to report directly to Navy Regional Command as listed in enclosure (1) with copy notifying their chain of command.

3. Measures and Guidance for Increased FPCON

a. In accordance with reference (b), selected security measures are to be implemented immediately upon notification of increased FPCON level. The security measures, as numbered below, correspond to the numerical listing under "Shore-Based Terrorist Threat Conditions" contained in reference (b). The security measures are categorized below as "implement", "waived", and "modification".

(1) Implement: Measures that will be put into action immediately.

(2) Waived: Measures that cannot be accomplished due to the unique mission of Navy Recruiting.

(3) Modification: Measures that are modified to provide the maximum protection as practical due to the unique mission of Navy Recruiting.

b. FPCON Level

(1) ALPHA

(a) Measures

1. Implement: ALPHA (1-3, 6-10)

(R)

2. Waived: ALPHA (4)

(R)

3. Modification: None

(2) BRAVO

(a) Measures

1. Implement: BRAVO (1, 4-8, 11-12, 14-15,
17-18)

(R)

2. Waived: BRAVO (2, 9, 10, 13, 16, 19, 20)

(R)

3. Modification: BRAVO 3 can only be implemented where practical or approved by management of the commercially leased space.

(R)

(3) CHARLIE

(a) Measures

1. Implement: CHARLIE (1, 3, 10, 12)

(R)

2. Waived: CHARLIE (2, 4-9, 11, 13-15)

(R)

3. Modification: None

(b) Specific Guidance:

1. Information: Remind all personnel to lock their vehicles and check them before entering and exiting.

2. Vehicles:

a. If the CO's threat assessment indicates a significant threat of vandalism to GOVs parked in unprotected, highly vulnerable locations, COs may disperse vehicles to safer locations. NAVCRUITDISTs should consider dispersing vehicles to protected sites such as military, police, or fire department facilities.

b. COs may disperse vulnerable GOVs that cannot be otherwise protected to recruiter residences.

Note: If the threat assessment indicates the threat is violence toward recruiters or military/government personnel, NAVCRUITDISTs should carefully weigh any decision that may export that threat to the recruiter's home or family.

c. Remove all identifying logos except for government license plate.

(4) DELTA

(a) Measures

1. Implement: DELTA (1, 5, 6, 8, 12)

(R)

2. Waived: DELTA (2-4, 7, 9-1)

(R)

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3. Modification: None

(b) Specific Guidance

1. General: Recruiter-in-Charge should liaison with collocated recruiting services to ensure maximum sharing of available intelligence. Any information received from collocated services shall be forwarded up COC. Intent is to secure operations for short period.

2. Facilities:

a. Lock all doors and secure facility for safety of personnel.

b. Remove all temporary logos from visible office windows.

COMNAVCRUITCOM Headquarters Force Protection Condition (FPCON)
Procedures

1. General

a. Upon receipt of direction to change FPCON, the Command Duty Officer (CDO) will:

(1) Report via message or as directed to Navy Region Southeast.

(2) Forward message and guidance, if necessary, to the appropriate Navy Recruiting activity via the Recruiting Region District Status Report (RRDSR). In most cases, the field should have received the direction to change FPCON via Navy message from the appropriate Navy Regional Command as indicated in enclosure (1) of this instruction.

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b. Only Mission Essential (ME) personnel will be able to enter the base once FPCON DELTA is set. The ME list is maintained by the Security Manager and approved by Chief of Staff.

2. FPCON Levels

a. **ALPHA**

(1) **AT/FP Officer:** At regular intervals, remind all personnel and dependents to be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers.

(2) **Security Manager:** Review ME list of personnel and distribute to affected personnel, Chief of Staff, and Senior Watch Officer.

(3) **Physical Security Review Committee:** Review all plans, orders, personnel details and logistics requirements related to the introduction of the next higher FPCON.

(4) **CDO:** Verify that buildings, rooms, and storage areas not in regular use, are secured.

(5) **All personnel:** Watch for unidentified vehicles on or in the vicinity of COMNAVCRUITCOM facilities. Watch for abandoned parcels or suitcases and any unusual activity.

b. **BRAVO**

(1) **AT/FP Officer:**

(a) Repeat measures from FPCON Alpha and warn personnel of any other potential form of terrorist attack.

(b) Make staff and dependents aware of general situation to stop rumors and prevent unnecessary alarm. Remind all personnel to lock their vehicles and check them before entering and exiting.

(2) **Security Manager:** Same as FPCON Alpha.

(3) **Physical Security Review Committee:** Check plans for implementation of next FPCON.

(4) **Physical Security Officer:** Move cars and objects (e.g. crates, trash containers) at least 80 feet from building.

(5) **CDO:**

(a) Repeat measures from FPCON ALPHA.

(b) Notify Chief of Staff and report to Navy Regional Command Southeast (for COMNAVCRUITCOM Headquarters only) once condition is set.

(c) Verify that the affected Navy Recruiting activity has received the word and reported to the appropriate Navy Regional Command.

(d) At the beginning and end of each workday, as well as at other regular and frequent intervals, inspect the interior and exterior of COMNAVCRUITCOM facilities for suspicious packages.

(6) **Section Leader:** Direct duty section personnel to randomly inspect interior and exterior of COMNAVCRUITCOM facilities for suspicious packages.

c. **CHARLIE**

(1) **AT/FP Officer:** Repeat measures in FPCON BRAVO.

(2) **CDO:** Repeat measures in FPCON BRAVO.

(3) **Section Leader:** Repeat measures in FPCON BRAVO.

d. **DELTA**

(1) **AT/FP Officer:** Repeat measures CHARLIE.

(2) **Physical Security Officer:**

(a) Limit access points to the west and southwest main entrances to Building 784.

(b) Limit access to the north entrance of Building 394.

(3) **CDO:**

(a) Repeat measures in FPCON CHARLIE.

(b) Activate the COMNAVCRUITCOM Headquarters' Phone Tree. Only Mission Essential personnel are to report to work.

(c) Verify with Physical Security Officer which building entrances have an active EBAC system.

(d) Report to COMNAVCRUITCOM NLT 0600 and conduct full inspection of exterior building and internal spaces for suspicious activity and/or packages.

(e) Depart COMNAVCRUITCOM HQ after colors and conduct end of day building inspection. Contact Chief of Staff and Senior Watch Officer prior to departing.

(4) **Auxiliary Security Force Coordinator:**

(a) Augment Naval Support Activity Mid-South Security Force with personnel required in NAVSUPACTMIDSOUTHINST 5530.2B.

(b) The watch section duty driver will report to building S-9 at 0530 and 1500 to pick up van. The driver will then travel to the pedestrian bridge and start transporting personnel around Commitment Loop stopping on the south side of 791 and the north side of 784.